

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: October 30th – November 13th**

Announcement Number: 10-FCIP-005

Job Title, Series, Grade: Program Analyst GS-0343-09, PD# 08Z219

Salary Range: \$50,408-\$65,531

Promotion Potential: GS-12 (currently, GS-12 step 1 equals \$73,100)

Duty Location: Alexandria, VA

Position Information: Full Time

Who May Be Considered: US Citizens

Duties: The incumbent serves as a Program Analyst in the Supplemental Nutrition Assistance Program (SNAP), Program Development Division performing the following major activities: regulation development; policy interpretation; data analysis, program performance and monitoring, and liaison responsibility.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes researching or performing projects relating to social service programs; AND preparing written documents focused on the social, economic or legal policies of these programs.

OR

Education: A Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))
4. The following materials are recommended: A copy of a college transcript or a list of college courses.

Application packages may be submitted via email, fax, or US Mail to the following contact:

Doug Schott- HR Specialist
Room A2-F
200 Third Street
Parkersburg, WV 26106-5312
Fax: 304-480-8358
Email: douglas.schott@bpd.treas.gov

For Questions:

Doug Schott
304-480-8327

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.